



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

香港灣仔皇后大道東 213 號胡忠大廈 11 樓 1110 室英語教師計劃行政小組
NET Administration Team, Room 1110, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

本局檔號 Our Ref. : (21) in EDB(NETADM)/PNET/1/8/1(1) 電話 Telephone : 2892 6498

來函檔號 Your Ref. : 傳真 Fax Line : 2123 1239

9 July 2014

Dear Principal,

Native-speaking English Teacher (NET) Scheme in Primary Schools

As the close of the 2013/14 academic year is drawing near, I would like to take this opportunity to thank you for your support to the NET Scheme in Primary Schools and draw your kind attention to some important issues regarding NET appointment for the 2014/15 school year.

Extension of Contract Period for NETs

2. The normal period of appointment for a NET is two years. Before the expiry of the contracts, schools may liaise with their serving NETs to have their contracts renewed for another 2 years. Nevertheless, there are in some instances that schools may wish to apply for special approval to extend the contract period of their NETs (usually for one year) instead owing to various reasons **other than extension of service beyond the retirement age**. Schools that wish to extend the contract period of their NETs should apply in writing with justifications and supporting documents to their respective Senior School Development Officer (SSDO) for approval.

3. If approval is given to the aforesaid application, the extended period of employment should be regarded as an extension of the current contract. The arrangements of contract gratuity and passage for the NET are as follows:

Gratuity – The gratuity covering the completed period of service before the extension may be paid as normal. Upon satisfactory completion of the extended year of service, the gratuity for the extended year of service may be paid at the end of that year.

Passage - One homeward passage will be provided for each contract, even though it has been extended. Hence, the NET shall only be provided with a homeward passage upon satisfactory completion of the contract including the extension.

NETs whose contract period has been extended may be entitled to the same fringe benefits as provided under the NET Scheme in Primary Schools.

Sexual Conviction Record Check (SCRC) Scheme

4. With effect from 1 December 2011, the Hong Kong Police Force has launched the Sexual Conviction Record Check (SCRC) scheme which is applicable to prospective employees seeking child-related work or work relating to mentally incapacitated persons in organizations or enterprises (including the NET posts under the NET Scheme in Primary Schools). Given the importance of protecting our students, schools are strongly advised to adopt the SCRC scheme and request prospective NETs to undergo SCRC at the advanced stage of the employment process. Applications for SCRC should be submitted by the prospective employees voluntarily. Schools are reminded that the scheme does not cover overseas sexual conviction record and does not apply to staff working in the same school under continuously renewed contracts without break. For details, please refer to EDB Circular Memorandum No. 179/2011 dated 29 November 2011.

Teacher Registration

5. Section 42 of the Education Ordinance (Cap 279) stipulates that any person who teaches in a school has to be either a registered teacher (RT) or a permitted teacher (PT). Therefore, schools should ensure that their NETs have applied to be RTs or they have applied for teaching permits for them prior to their assumption of duties. The offer of appointment will lapse or the employment will be terminated immediately if (i) the Education Bureau refuses to register the NET as a teacher or to issue a permit to teach; or (ii) the teacher registration/permit to teach is cancelled. For enquiries, please contact the Teacher Registration Team of EDB at 2520 0325 or 2520 0270.

Employment Visa

6. Before signing a formal contract with NETs coming from abroad, schools are advised to remind them that the offer of employment is conditional upon their having obtained an employment visa allowing them to work for the school as specified in the Letter of Appointment and to stay in Hong Kong for an initial period of at least one year. The visa should be obtained, prior to their arrival in Hong Kong, from the Director of Immigration of the Government of the Hong Kong Special Administrative Region (HKSAR).

7. For NETs who are already working in Hong Kong, the offer of employment is conditional upon their having obtained, prior to the commencement of the Contract, an approval from the Director of Immigration of the Government of the HKSAR allowing them to work for the school as specified in the Letter of Appointment and to continue to stay in Hong Kong for at least one year. NETs holding a valid employment visa are still required to seek prior approval from the Immigration Department for change of employment before they report for duty in the new school. Schools should ensure that their NETs have obtained the valid employment visa before reporting for duty. For enquiries, please contact the Immigration Department of the Government of the HKSAR (Telephone: 2824 6111, Fax: 2877 7711, Website: <http://www.immd.gov.hk>).

Work Outside School

8. NETs must not undertake paid outside work outside normal working hours or any paid or unpaid outside work during normal working hours except with the prior written approval of the School Supervisor. Schools should consider if such outside duties contribute to the public good and do not interfere with the efficient performance of the teacher's normal duties. Records of such

approval should be kept by the schools. Approval, if given, may be withdrawn at any time if the work is found to be interfering with the NET's duties and, in any case, shall be subject to half-yearly review.

9. The NET who is a foreign national being approved by the Director of Immigration of the Government of the HKSAR to stay in Hong Kong for employment purposes should also obtain prior approval from the Director of Immigration before taking up part-time jobs.

Reply Proforma of Teachers Employed under the NET Scheme in Primary Schools (Attachment C)

10. Schools are reminded to complete and return the captioned proforma attached to EDB Circular No. 7/2013 on "NET Scheme in Primary Schools - Letter of Appointment" to the NET Administration Team of EDB for record updating by 1 September 2014 after they have signed a new contract with their NET for the 2014/15 school year. For contracts with commencement date after the start of the 2014/15 school year, schools have to send in the completed proforma to EDB when the NET has reported for duty.

Application for Fringe Benefits

11. A NET whose normal place of residence is established as being outside Hong Kong will be eligible for the fringe benefits (including Special Allowance, Passage/Baggage Allowance and Medical Allowance) provided under the NET Scheme in Primary Schools. In this connection, schools are kindly reminded to submit timely applications on behalf of their NETs. Please find at the Annex a task schedule for your reference and action.

12. For enquiries, please contact Ms Priscilla CHAN (Tel no. 2892 6495) or Ms Anne HO (Tel no. 3540 7435) of the NET Administration Team.

Yours sincerely,



(W S CHAN)
for Permanent Secretary for Education

cc District CSDOs
CCDO(NET)

**NET Scheme in Primary Schools
Task Schedule for the 2014/15 School Year**

Schedule	Task	Action(s) by NETs	Action(s) by Schools
May - August 2014	Application for the Payment of Contract Gratuity		<ul style="list-style-type: none"> • Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 4/2012 on “Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong” to the Finance Division of EDB via the respective SSDO, at least 4 weeks before the expected date of payment. • First Payment – Payable to the NET not earlier than 4 clear working days before the commencement of the summer vacation prior to the expiry of the contract. • Second Payment - Payable to the NET not earlier than 4 clear working days before the expiry of the contract.
August - September 2014	Application for Fringe Benefits	<p>Both NETs and schools should refer to EDBC No. 8/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under the Native-Speaking English Teacher (NET) Scheme in Primary Schools for the arrangement on claiming of allowances.</p> <p>I. For New NETs <u>only</u></p> <p><u>Certification for normal place of residence</u></p> <p>Fill in PNET-Form A (Annex) in EDBC No. 8/2009 and submit it with supplementary information/evidence to the school.</p> <p>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></p>	<p>I. For New NETs <u>only</u></p> <p><u>Certification for normal place of residence</u></p> <p>Send the completed PNET-Form A and PNET-Form A (Annex) in EDBC No. 8/2009, together with relevant supporting documents, to the NET Administration Team.</p>

Schedule	Task	Action(s) by NETs	Action(s) by Schools
		<p>1) <u>Application for Special Allowance (for each contract)</u></p> <p>Fill in PNET-Form B in EDBC No. 8/2009 and submit it to the school.</p> <p>2) <u>Application for Reimbursement of Passage /Baggage Allowance (upon commencement of a contract/ satisfactory completion of a contract)</u></p> <p>Fill in PNET-Form C in EDBC No. 8/2009 and submit it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</p> <p>3) <u>Application for Reimbursement of Medical Insurance Premium (for each school year)</u></p> <p>Fill in PNET-Form D in EDBC No. 8/2009 and submit it together with relevant receipts to the school.</p>	<p>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></p> <p>Endorse the NETs' application for the allowance(s) and send the completed PNET-Form B/ PNET-Form C/ PNET-Form D to the NET Administration Team.</p>
June - September 2014	Application for Retention Incentive (RI)	<ul style="list-style-type: none"> • Eligible NETs are required to apply for RI each school year through their schools. • Submit the completed application form in EDBC No. 2/2013 on "Retention Incentive for Native-speaking English Teacher (NETs) under the Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools" for the forthcoming school year to the NET Administration Team via their respective schools before leaving for summer vacation. • Submit the completed application forms to the new schools instead if NETs are going to change schools in the coming school year. 	<ul style="list-style-type: none"> • Endorse the NETs' application for RI and submit the completed form to the NET Administration Team before the start of the school year.